Printing a Bar-Code Location Scan Sheet
Quick Reference Guide

Introduction

This document provides the steps necessary for the FileTrail administrator to create a scan sheet containing commonly used location (Places) bar codes, such as members of an attorney team.

Steps

Open the FileTrail Portal

1. Log in to CASE.
2. Select the **OTHER PROGRAMS** module.
3. Launch **FileTrail Administration** (Figure 1).

Figure 1

Open System Labels

4. On the FileTrail portal, select **System Labels** under the My Desktop tab (Figure 2).
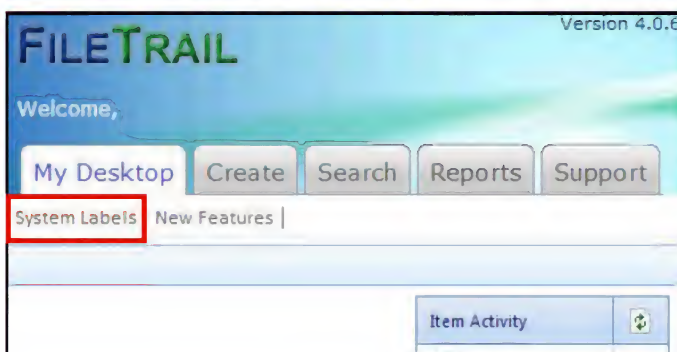

Figure 2

Select the Places Group

5. Click the **Location** drop-down menu within Places and select the location group or team (Figure 3).
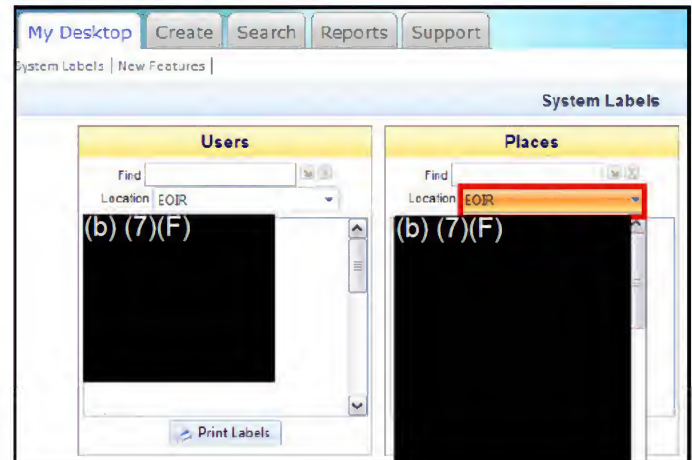

Figure 3

Select Group Members

The Places location list populates for the selected group (Figure 4).

6. Select the place or multiple places (Group Members) to print. (Use the **Shift** or **Control** key to select multiple places.)
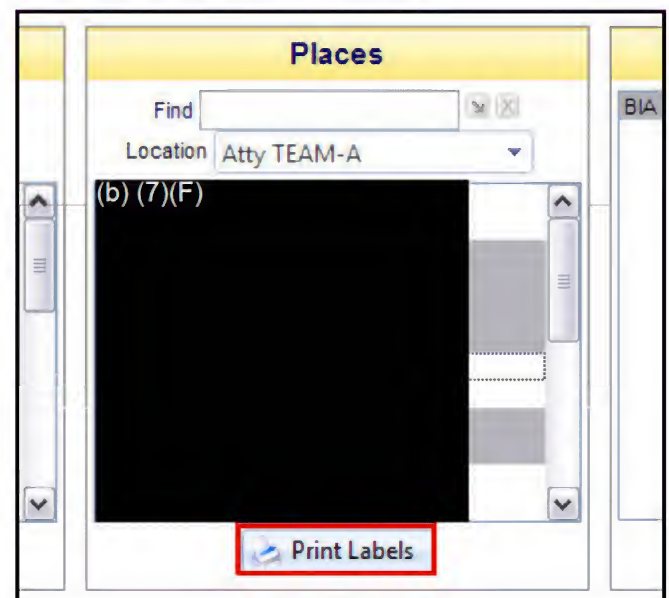

Figure 4

7. Click **Print Labels**.

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Print Setup

The Print Labels window opens with the sheet and label printers selected (Figure 5).

8. Click the label (Zebra) printer check box to deselect it.

Print Labels				
Select All Select None		6 Item(s)		
Stock	Default Printer	Items	Pages	Labels
☑ Avery 5160 - (1" x 2.63")	(b) (7)(F)	6	1	6
☑ Zebra 800222-405 (2.25"W x 4.00"L) Landscape		6	6	6

Figure 5

9. Verify the default printer is correct (Figure 6). If the default printer is not correct, refer to step 13.

Print Labels				
Select All Select None		6 Item(s)		
Stock	Default Printer	Items	Pages	Labels
☑ Avery 5160 - (1" x 2.63")	(b) (7)(F)	6	1	6
☐ Zebra 800222-405 (2.25"W x 4.00"L) Landscape		6	6	6
		Print Selected Close		
		☐ Preview First Label		

Figure 6

10. Click **Print Selected**.

11. The Bar-Code Location Scan Sheet prints and the Print Labels window automatically closes.

12. Close the FileTrail portal, OTHER PROGRAMS window, and log out of CASE.

Selecting a Different Printer

13. To print to a different printer, click the **X** button next to the Default Printer field for the sheet printer (Figure 6). The Default Printer field will clear.

14. Click **Print Selected** (Figure 7).

Print Labels				
Select All Select None		6 Item(s)		
Stock	Default Printer	Items	Pages	Labels
☑ Avery 5160 - (1" x 2.63")	(b) (7)(F)	6	1	6
☐ Zebra 800222-405 (2.25"W x 4.00"L) Landscape		6	6	6
		Print Selected Close		
		☐ Preview First Label		

Figure 7

The Print dialog box appears.

15. Click the **Name** drop-down menu and select the desired printer from the list.

16. Click **Print**.

Figure 8

17. The Bar-Code Location Scan Sheet prints and the Print Labels window automatically closes.

18. Close the FileTrail portal, OTHER PROGRAMS window, and log out of CASE.